

Tenant Communication Preferences

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Service Provider Name]

[Service Provider Address]

[City, State, ZIP Code]

Dear [Service Provider Name],

I hope this message finds you well. I am writing to outline my communication preferences for receiving information and updates regarding my tenant services.

Preferred Communication Methods:

- Email: [Insert Email Address]
- Text Message: [Insert Phone Number]
- Phone Call: [Insert Phone Number]

Frequency of Communication:

I would prefer to receive updates on a [Weekly/Bi-weekly/Monthly] basis.

Information to be Included:

Please include information such as maintenance updates, billing notifications, and community events.

Thank you for accommodating my preferences. I look forward to staying informed in a manner that suits me best.

Sincerely,

[Your Name]